



GORDONSTOUN

Broader experiences, broader minds.

TRAINEE ACCOUNTANT

Reports to: Head of Finance and HR

Job Purpose: Provide general accounting support to the finance team while building accountancy experience

Grade and working hours: 2AN with progression – 37.5 hours per week

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving
- Carry out any other task as required from time to time in order to support the School

Major responsibilities of the role:

- Have a thorough knowledge of Gordonstoun's financial system
- Payroll processing to include pension and associated regulatory requirements
- Bank reconciliations on a daily basis
- Preparation and submission of HMRC forms including gift aid
- Preparation of Companies House filings and monitoring deadline dates
- Recording of petty cash transactions and recoding on the system
- Ensuring completeness of the financial data on the accounting system
- Continuously improve processes that you are responsible for completing
- Monitoring shared mailboxes
- Making phone calls to internal staff and external contractors on behalf of the team or senior staff
- Researching and providing information to support other members of the team
- General office duties as required to support the smooth running of the department

Additional responsibilities on completion of Year 1:

- Monthly management reporting including profit and loss accounts, cash flows, variance analysis and commentaries
- Provide accurate management reports to assist with key decision making
- Produce month end and year end journals

- Assist with the annual audit
- Prepare statutory and management accounts
- Contribute to the annual outline budget process
- Manage capital expenditure
- Assist other team members and provide guidance where possible

Additional responsibilities on completion of Year 2:

- Ensuring spending is kept in line with budget
- Advising on the financial implications of school decisions
- Analysing financial performance and contributing to medium to long term planning and forecasts
- Interpreting and communicating financial data to non-financial managers
- Providing training and guidance to non-financial managers and presenting analysis to senior managers
- Monitoring and evaluating financial information systems and suggesting improvements where needed
- Offering professional judgement on financial matters and advising on ways to improve performance
- Implementing governance procedures, risk management and other internal controls

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> Educated to degree level in a relevant subject such as accountancy, economics, business, law or mathematics or; Completed AAT level 3 	<ul style="list-style-type: none"> Accounting or finance qualification 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> Knowledge of financial accounting and reporting 	<ul style="list-style-type: none"> A working knowledge of the independent education sector Understanding of and commitment to education 	Application form Interview
Skills and experience	<ul style="list-style-type: none"> Excellent IT skills, including proficiency in all MS Office applications Excellent communication and interpersonal skills Excel skills 	<ul style="list-style-type: none"> AccountsIQ (accounts package) 	Application form References Interview
Personal skills and qualities	<ul style="list-style-type: none"> Conscientious and diligent, with excellent attention to detail. Enthusiastic, diplomatic and calm under pressure A proven track record of strong working relationships with students, colleagues and customers A positive and proactive attitude to manage a high volume of work Flexible, with a can-do attitude Someone who creates a positive and cooperative working environment A commitment to Gordonstoun's unique educational ethos A commitment to doing the best for students from diverse cultural backgrounds 		Interview
Child protection	<ul style="list-style-type: none"> Suitable to work with children A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> Experience of working with children and young people 	References PVG check